



Funded by
the Better Training for Safer Food
Initiative of the European Union



BETTER TRAINING FOR SAFER FOOD

TRAINING COURSE ON

“ORGANISATION AND
IMPLEMENTATION
OF TRAINING ACTIVITIES
ON THE LEGISLATION AND
CONTROL OF FOOD
IMPROVEMENT AGENTS
IN THE EU UNDER
THE "BTSF" INITIATIVE”



SERVICE CONTRACT NUMBER (CHAFEA): 2017 96 11
INFORMATION TO NATIONAL CONTACT POINTS

| Version | Date of emission | Descriptions of modifications |
|---------|------------------|-------------------------------|
| 1 | 12/12/2018 | - |

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1. GENERAL INFORMATION

1.1. OBJECTIVES

The **General objective** of BTSF is to ensure a high level of consumer protection throughout the EU internal market and to increase levels of trade in safe food across the globe by the implementation of efficient, objective and adequate official controls. This objective is achieved by training the staff of the competent authorities, offering a better network and ongoing dialogue with partners from both within, and outside, the European Union, thus contributing to a high level of expertise and competence.

Reminder of BTSF General Objectives

Ensuring and maintaining a high level of **consumer protection**

To improve and **harmonise official controls** in EU countries and create the conditions for a level playing field for food businesses contributing to EU priority on jobs and growth

To ensure **safety of food imports** from non-EU countries on the EU market, and ultimately to reducing risks for EU consumers and providing EU businesses with easier access to safe goods from non-EU countries

To ensure a **harmonisation of control procedures** between EU and non-EU partners in order to guarantee a parallel competitive position of EU businesses with their non-EU counterparts

To build confidence in the EU regulatory model with competent authorities of other international trade partners and pave the way for new food market opportunities and **increased competitiveness for EU operators.**

Ensuring **fair trade with non-EU countries** and in particular developing countries.

The **Specific objective** of the present BTSF programme on Food Improvement Agents is about EU approach for the evaluation, authorisation, monitoring and control of food additives, flavourings and enzymes, includes new practical-oriented features to facilitate understanding of the legislation and its enforcement. Two type of courses will be implemented:

Course A – featuring case studies to learn how to apply the harmonised regulation, theoretical and practical training regarding common aspects to every type of FIA, quantum satis and carry over principles, and specific modules addressing respectively food additives, flavourings and enzymes.

The course A is related to the understanding of EU regulations and guidelines on food improvement agents and inspection practices and its main objective of this course is to inform regulatory and control authorities about the new approach enacted for the evaluation, authorisation and control of food additives, flavourings and enzymes.

Course B – addressing all the steps to plan, implement and monitor official controls on FIA efficiently, and featuring the development of pedagogical project where participants will gradually develop a comprehensive control plan for a specific food chain.

Course type B relates to the monitoring and official controls plans of food improvement agents. Its objective is to help participants understand how to set priorities, identify which food businesses must be controlled and what to control in to monitor misuse of food additives, food flavourings and food enzymes. Therefore, the aim is to ensure appropriate and harmonised implementation of monitoring and official controls plans for these food improvement agents at EU MS level.

Taking into consideration that the programme on Food Improvement Agents has been in place for several years, the time spent to remind participants of the legal background in Course B is reduced. These aspects will be addressed in detail before the course through a voluntary Webinar opened to the participants registered in Course B.

AETS will organise 10 sessions for Course A and 4 sessions for Course B in eight different countries: Netherlands, Latvia, Ireland, Poland, Greece, Belgium, Germany and Spain.

1.2. SUBJECTS COVERED

The subjects covered for the course on Food Improvement Agents for Course A are:

Module A.1 Common aspects applicable to food additives, flavourings and enzymes

- Requirements of the general food law and the legislation on official controls;
- Procedures for official controls of food improvement agents; inspections and audits of different types of premises (producers and users of food improvement agents, retail sector, import controls);
- Critical control points at production, users and import levels;
- Verification of the specifications (practical examples);
- Official sampling and laboratory analysis;
- Quality requirements for official control laboratories (e.g. accreditation), including interpretation of results, uncertainties, etc.; legal provisions as regards analysis (criteria and procedures for validation of methods) and analytical results (criteria to ensure quality and comparability and for the interpretation of the results);
- Use of the European Commission's databases on Additives and Flavouring;
- Conclusions of the fact finding and audit missions on food additives and flavourings carried out by DG SANTE.

Module A.2 EU provisions on food additives

- Understanding the scope of Regulation (EC) No 1333/2008, understanding of the definitions in particular 'food additive' and 'processing aid' (practical examples), Union lists of food additives authorised in food (Annex II) and in food additives, food enzymes, flavourings and nutrients (Annex III);
- Understanding the Union lists, the appropriate categorisation of foods in the food categories; use of additional guidance documents (e.g. Guidance document describing the food categories in Part E of Annex II and Guidance notes on the classification of food extracts with colouring properties);
- Maximum levels as laid down in Article 11 (practical examples for different additives, food categories and exceptions in Annex II, levels related to colouring principle, dried foods, understanding of ingoing and residual amounts for nitrites and nitrates, aluminium lakes of colours, etc.?)
- Principles of quantum satis and carry over (and its understanding through practical examples)
- Labelling obligations – general obligations and exceptions, additional rules for certain colours, polyols, aspartame, rules on the labelling of food additives sold as such (and its understanding through practical

examples)

- EU food additives specifications (Regulation (EC) No 231/2012)

Module A.3 EU provisions on food flavourings

- Flavourings, flavouring substances and categories of food flavourings
- Food ingredients with flavouring properties
- Naturally occurring substances of toxicological concern, presence and use
- Flavourings and food ingredients with flavouring properties for which evaluation and approval are not required
- General conditions for use of food flavourings, food ingredients with flavouring properties and source materials
- EU list of flavourings authorised in food; flavouring categories, identification, specifications, food categories, maximum levels, flavouring substances under evaluation
- Labelling of flavourings:
 - general labelling rules
 - specific labelling rules on flavourings intended and not intended for sale to the ultimate consumer, use of the word natural
- labelling of certain specific flavourings
- specific rules on smoke flavourings;
 - Traceability of smoke flavourings
 - Reporting by food business operators
 - Monitoring and reporting by Member States

Module A.4 EU provisions on food enzymes

- Legislative requirements of Regulation (EC) No 1332/2008 – scope of the legislation, enzymes used as ingredients or processing aids, rules on the labelling
- Current state of play as regards the establishment of the future Union list

The subjects covered for the course on Food Improvement Agents for Course B are:

Module B.1 Legal Framework of Food Improvement Agents

To remind the participants about the legal framework applicable to Food Improvement Agents lists of authorised substances, and specific control points.

Module B.2 Design of Official Controls on FIA

- Guidance documents on Food additives,
- Guidance document on the classification of a food ingredient with colouring properties
- New Guidance Document of EU explaining the carry over principle
- Q/A on food flavourings

- New publication on authorised enzymes
- Annex on colouring food materials (currently developed by the JRC).
- Summary of RASFF notifications on FIA and use of RASFF Database
- Monitoring of food additives intake
- Common methodology for the gathering of information from the Member States

Module B.3 Preparation of Official Controls Plans on FIA

- Objectives of control plans,
- Identification and involvement of authorities in control plans, including laboratories
- Implementation of national control plans on FIA in a uniform way
- Elements to consider for prioritisation in FIA (risk coming from the use, likelihood of misleading, past records, reliability of own controls by operators or third party).
- Examples of different risk ranking tools. Identification and selection of additives and flavourings to be consider a priority
- Description of the food chain in case of FIA, specific considerations for the identification and categorisation of food business operators to be controlled for additives, enzymes and flavourings
- Selection of the most appropriate methods for official controls on FIAs, inspection, GMP, audits of HACCP, monitoring surveys, sampling and analysis.

Module B.4 Implementation of official controls

- Inspection procedures, sampling strategies
- Measures to be taken in case of infringements. Follow up actions' efficacy and effectivity of the control plan
- Definition of Indicators, collection of data and analysis of the results
- Communication strategies applicable to the official control of FIA
- Diagnostic of training needs and organisation of training plans

1.3. EVALUATION OF KNOWLEDGE ACQUIRED AND DISSEMINATION

It is advised to remind selected participants that knowledge acquired through this training shall be disseminated to colleagues. This training uses *train-the-trainer* approach; the AETS Consortium will make soft copies of all the pedagogical material and tools available for this purpose. Participants must also be informed that the knowledge acquired will be evaluated through anonymous:

- Pre-course tests organised at the beginning of the session;
- Post-course tests organised at the end of the session.

2-3 months following the course, an online questionnaire will also be sent by the AETS Consortium to each participant, in order to evaluate if the knowledge acquired has been used and disseminated.

1.4. SCHEDULES OF SESSIONS

10 Sessions of the programme for Course A are scheduled from 2019 to 2020, starting from Monday and ending on Friday. The dates and location are provided in the table below:

| Session No. | Country | Venue of the Seminar | Date |
|-------------|-------------------------|---|----------------------|
| Session 1 | Netherlands (Amsterdam) | MERCURE HOTEL AMSTERDAM CITY Joan Muyskenweg 10, 1096 CJ Amsterdam, Netherlands E-mail: H1244@accor.com | 18-22 February 2019 |
| Session 2 | Latvia (Riga) | AVALON Hotel, Riga, 13. Janvāra iela 19, LV-1050, Riga, Latvia Tel: + 371 6716 9999 Fax: + 371 6716 0751 E-mail: reservations@hotelavalon.eu http://www.hotelavalon.eu/ | 11-15 March 2019 |
| Session 3 | Ireland (Trim) | KNIGHTSBROOK Hotel Spa & Golf Resort Dublin Road, Trim, Co. Meath Tel: +353 46 9482100 E-mail: info@knightsbrook.com Website: http://www.knightsbrook.com// | 15-19 April 2019 |
| Session 4 | Poland (Warsaw) | Radisson Blu Sobieski Hotel plac Artura Zawiszy 1, 02-025 Warszawa, Poland Tel. +48 22 579 10 00 Website: https://www.radissonblu.com/en/sobieski-warsaw | 27-31 May 2019 |
| Session 5 | Latvia (Riga) | AVALON Hotel, Riga, 13. Janvāra iela 19, LV-1050, Riga, Latvia Tel: + 371 6716 9999 Fax: + 371 6716 0751 E-mail: reservations@hotelavalon.eu http://www.hotelavalon.eu/ | 16-20 September 2019 |

| | | | |
|------------|----------------------------|--|------------------------|
| Session 6 | Netherlands (Amsterdam) | MERCURE HOTEL AMSTERDAM CITY Joan Muyskenweg 10, 1096 CJ Amsterdam, Netherlands E-mail: H1244@accor.com | 07-11 October 2019 |
| Session 7 | Greece (Athens) | DIVANI PALACE ACROPOLIS 19-25 Parthenonos, 11742 Athens Greece Tel. +30 210 9280100 E-mail: info@divaniacropolis.gr Website: http://www.divanis.com/ | 02-06 December 2019 |
| Session 8 | Greece (Athens) | DIVANI PALACE ACROPOLIS 19-25 Parthenonos, 11742 Athens Greece Tel. +30 210 9280100 E-mail: info@divaniacropolis.gr Website: http://www.divanis.com/ | 10-14 February 2020 |
| Session 9 | Greece (Athens) | DIVANI PALACE ACROPOLIS 19-25 Parthenonos, 11742 Athens Greece Tel. +30 210 9280100 E-mail: info@divaniacropolis.gr Website: http://www.divanis.com/ | 06-10 April 2020 |
| Session 10 | Poland (Warsaw) | Radisson Blu Sobieski Hotel plac Artura Zawiszy 1, 02-025 Warszawa, Poland Tel. +48 22 579 10 00 Website: https://www.radissonblu.com/en/sobieski-warsaw | 11-15 May 2020 |

4 Sessions of the programme for Course B are scheduled from 2019 to 2020, starting from Monday and ending on Friday. The dates and location are provided in the table below:

| Session No. | Country | Venue of the Seminar | Date |
|-------------|------------------------|---|------------------------|
| Session 1 | Belgium (Brussels) | Manos Stephanie Hotel**** Chaussée de Charleroi, 28 1060 Brussels - Belgium Tel: 32 (0)2 5390250 website: http://www.manosstephanie.com/ | 1-5 July 2019 |
| Session 2 | Germany (Frankfurt) | LEONARDO ROYAL HOTEL FRANKFURT Mailänderstraße 1 60598 Frankfurt T: +49 (0)69 - 6802 – 532 E-mail: info.royalfrm@leonardo-hotels.com | 18-22 November 2019 |
| Session 3 | Spain (Valencia) | Hotel Barceló Valencia **** Av. De Francia, 11 Valencia, Spain | 09-13 March 2020 |
| Session 4 | Latvia (Riga) | AVALON Hotel, Riga, 13. Janvāra iela 19, LV-1050, Riga, Latvia Tel: + 371 6716 9999 Fax: + 371 6716 0751 E-mail: reservations@hotelavalon.eu http://www.hotelavalon.eu/ | 15-19 June 2020 |

2. SELECTION PROCESS

2.1. Invited countries

The project will support a total of 420 participants from EU Member States, Candidate Countries, EEA, and from non-EU Countries. Details regarding the number of allocated seats, for **first two sessions** is available in Annex 1. NCPs are kindly invited to contact the project manager if they have any questions.

2.2. Selection Criteria

The Project Manager informs the NCPs of the selection criteria for participants as early as possible in the project course, and is careful to give priority to the participants corresponding to the following criteria:

The selection criteria for participants to COURSE A are:

- Relevant technical background: participants should preferably have the necessary **knowledge in the relevant legislation and controls of food improvement agents**;
- Relevancy to daily work: participants should, in priority, be staff of the competent authorities and be **involved in the control of food products as field inspector or regulatory officer**.
- Sufficient level of English language: in order to ensure the transfer of knowledge and opportunities to exchange views, participants should **master the language** of the training session for which they applied;
- Ability to share their experience: priority will be given to participants whose position will allow them to share with colleagues the outputs of the training sessions.

The selection criteria for participants to COURSE B are:

- Relevant technical background: participants should preferably have the necessary **knowledge in the relevant legislation and controls of food improvement agents**;
- Relevancy to daily work: Participants should, in priority, be staff of the competent authorities and be **involved in the planning** of control activities in the field of FIA or **in charge of auditing in central/regional authorities. Attendance to course A, or strong experience in Food additives field**.
- Sufficient level of English language: in order to ensure the transfer of knowledge and opportunities to exchange views, participants should **master the language** of the training session for which they applied;
- Ability to share their experience: priority will be given to participants whose position will allow them to share with colleagues the outputs of the training sessions.

The Project Manager will take care to give priority the participants corresponding to these criteria.

2.3. Process to be followed

The sharing of responsibilities in relation with the management of participation is aimed at ensuring that the expected number of supported participants from each country attending an event is reached.

Tasks entrusted to the NCP

The National Contact Points are basically requested to:

- a) consider the number of participants to be supported by the project at each session according to the information provided by the AETS Consortium.
- b) select participants complying with the above-mentioned selection criteria and request them to return a registration form using the template provided: **FIA_Op14_Registration form.xlsx**.
- c) send to the AETS Consortium a tentative list of trainees for the sessions planned in 2019 as soon as possible.
- d) send the registration forms to AETS no later than six weeks before each session. **The name of the file should clearly indicate the number of the session, the country and the name of the applicant.**
- e) send the registration forms for the reserve list to the AETS Consortium

One address to send the information and liaise with the organiser:
20179611.fia@aets-consultants.com

Tasks entrusted to the Organiser

The Organiser will verify the compliance of proposed participants with the selection criteria on the basis of the CVs and inform the NCP accordingly if the application can be accepted. It is therefore advisable to make sure that information in the registration form accurately reflects the adequacy of the profile of the participants with the selection criteria.

| Actor in the process | Responsibilities |
|----------------------|---|
| Organiser | <ul style="list-style-type: none">• Informs the NCP about the training course and selection criteria for the participants;• Informs the NCP on the number of participants the project will support and what exactly the support will comprise;• Provides to the NCP the template registration form to be completed and returned to the Project Management Unit;• Verifies that the profiles of the proposed participants do match the selection criteria and request clarifications to the NCPs when necessary;• Establishes the list of participants and informs the NCP;• Consults CHAFEA if questions arise on how to allocate remaining “seats” when some invited countries do not send participants;• Makes the travel arrangements for the selected participants. |

| Actor in the process | Responsibilities |
|------------------------|--|
| National Contact Point | <ul style="list-style-type: none"> • Informs the relevant government bodies and institutions about the training course; • Proposes CVs of possible participants (using the registration form template) to the organiser, according to the selection criteria and in the number corresponding to the proposed number of supported participants the programme; • Proposes additional participants, to be included in a reservation list to be used in case of vacant seats, to the organiser. |

2.4. Deadlines for registration in training sessions

NCPs are kindly requested to provide the list of trainees for the sessions (main applications and reserve applications) before the specific deadlines below.

Course A:

| Session | Date | Location | Deadline for registration |
|-------------------|----------------------|-------------------------|-----------------------------------|
| Session 1 | 18-22 February 2019 | Netherlands (Amsterdam) | 4 th of January 2019 |
| Session 2 | 11-15 March 2019 | Latvia (Riga) | 25 th of January 2019 |
| Session 3 | 15-19 April 2019 | Ireland (Trim) | 1 st of March 2019 |
| Session 4 | 27-31 May 2019 | Poland (Warsaw) | 12 th of April 2019 |
| Session 5 | 16-20 September 2019 | Latvia (Riga) | 2 nd of August 2019 |
| Session 6 | 07-11 October 2019 | Netherlands (Amsterdam) | 23 rd of August 2019 |
| Session 7 | 02-06 December 2019 | Greece (Athens) | 18 th of October 2019 |
| Session 8 | 10-14 February 2020 | Greece (Athens) | 27 th of December 2019 |
| Session 9 | 06-10 April 2020 | Greece (Athens) | 21 st of February 2020 |
| Session 10 | 11-15 May 2020 | Poland (Warsaw) | 27 th of March 2020 |

Course B:

| Session | Date | Location | Deadline for registration |
|------------------|---------------------|---------------------|----------------------------------|
| Session 1 | 1-5 July 2019 | Belgium (Brussels) | 17 th of May 2019 |
| Session 2 | 18-22 November 2019 | Germany (Frankfurt) | 4 th of October 2019 |
| Session 3 | 09-13 March 2020 | Spain (Valencia) | 24 th of January 2020 |
| Session 4 | 15-19 June 2020 | Latvia (Riga) | 30 th of April 2020 |

In the interest of ensuring the most suitable participants are registered for, and benefit from, the training, National Contact Points are invited to send registration forms for **ALL sessions** early in the project (or as early as possible). In this way, AETS can confirm participants sooner and successfully fill all available places on each session.

2.5. Applications on the reserve list

Considering the interest in the training could vary from country to country, **all the NCPS are encouraged to send additional registration forms as early as possible to be included in a reserve list** so that we can allocate additional place(s) to your country, if there are any cancellations or unfilled places from other countries.

3. ORGANISATION OF THE SESSIONS

3.1. PROJECT MANAGEMENT

The AETS Consortium is composed of one leader with 3 partners: NSF, AINIA and AESA. The general management of the Contract is ensured by AETS.

3.2. SUPPORT PROVIDED BY THE PROJECT

Travel

For each supported participant, the project will provide a return flight ticket - in economy class or a return train ticket in first class using the most direct route.

For participants from non-EU countries, the project will also reimburse visa costs upon provision of the original receipts by the participants for the incurred expenses.

Upon arrival, transfer from the airport or station to the hotel will be arranged by the organiser, as well as the transfer from the training site to the airport on the last day of the training.

The project also provides health and repatriation insurance for all the trainees.

Accommodation

The project will provide full-board accommodation for subsidised trainees for the period of the training:

- room charge (single occupancy) and dinner (depending on the arrival and departure time);
- from the 1st to the 5th day of the training: full board accommodation including breakfast,
- 2 coffee breaks, lunch, dinner and room charge (single occupancy);

Training courses

The following costs related to the implementation of the training courses will be covered by the project:

- Access to fully equipped meeting rooms;
- Transportation to the training centre;
- Costs of transport to the closest airport or train station and visa costs if any.

The project will also provide the following material:

- Stationery (notepad, pen, notepad-holder);
- A binder including hand-outs of all the lectures;
- USB key containing all the training material in electronic version;
- A group photo.

Prior to each session, detailed information will be displayed on www.foodinfo-europe.com.

4. LOCATION OF THE SESSIONS

4.1 LOCATION OF THE SESSIONS

Trim, IRELAND

AETS will organise 1 training session at the KNIGHTSBROOK Hotel ****. Criteria to select the four-star hotel was to find an excellent hotel with large meeting rooms and located out of Dublin centre while keeping easy and fast access to the city and airport. Trim and The Boyne Valley area possess a variety of points of interest from a whiskey distillery and small breweries to the Food and Veterinary Office and medieval and prehistoric monuments. Bars and restaurants in the hotel's neighbourhood will enable easy access for the participants willing to escape after the trainings.

Airport of arrival

Participants and tutors will arrive at Dublin international airport. Participants are kindly requested to meet the BTSF taxi driver in the meeting point of Terminal 1. The airport is approximately 50 km far from the hotel

Accommodation

Participants will be accommodated at the **KNIGHTSBROOK Hotel Spa & Golf Resort**

Dublin Road, Trim, Co. Meath

Tel: +353 46 9482100

E-mail: info@knightsbrook.com

Website: <http://www.knightsbrook.com//>

Knightsbrook Hotel****is located in the Heritage Town of Trim, northwest of Dublin. The town is a treasure trove of attractions, with not only Trim Castle, the largest Anglo-Norman castle in Europe, whose keep featured in Mel Gibson's Braveheart, but also home to more medieval buildings than any other town in Ireland. Trim is situated in The Boyne Valley area, which is at once Ireland's ancient capital and it's most sacred and mythical landscape. The sites and monuments in the Boyne Valley are amongst the best examples of their kind in Europe and are all within a short distance of each other; including the great prehistoric tombs at Brú na Bóinne (Newgrange) and the site of the infamous Battle of the Boyne.

The Knightsbrook 4 stars hotel is set in 186 acres of rolling parkland. The hotel has 131 deluxe executive rooms and several conference rooms, as well as a bar and a restaurant. It also offers a fully equipped health club with swimming pool, a spa, and golf in the picturesque heritage town of Trim County Meath.

The hotel offers free internet connection in each room.

Meeting Facilities

The Gulliver Suite at Knightsbrook Hotel is a private conference room set overlooking the stunning grounds of the hotel. Facilities include air-conditioning for comfort, wifi Internet connectivity, break-out areas for group work, AV equipment and specialised staff on hand to ensure every event runs perfectly. Lunches and dinners can be enjoyed in Rococo Restaurant, the Terrace Lounge or the Willow Suite.

Social event

Weather and daylight permitting, the group will visit the prehistoric site of the Hill of Tara for a walking tour. The social program will also consist of a welcome cocktail to "break the ice" on the day of arrival and a visit to the nearby town of Navan on the final evening, followed by a farewell dinner in Navan accompanied by the music of traditional Irish Musicians.

4.2 LOCATION OF THE SESSIONS

Amsterdam, NETHERLANDS

NSF Euro Consultants will organise 2 training sessions at the **Mercure Hotel Amsterdam City**. The criteria to select this four-star hotel was its proximity to the city center and the high quality of its conference facilities. The hotel is in a picturesque part of the city, by a river and a park.

Amsterdam is the capital of the Netherlands and one of the top financial centers of Europe.

Airport of arrival

The participants and tutors will arrive at Amsterdam Schiphol Airport - one of the largest airports in Europe (fifth busiest), which is very well connected with many European and non-European destinations. The airport is located 15km away from the city centre. Amsterdam has several train stations which serve connections to other cities in the country but also to France, Belgium, Germany, etc. Transfers to the Mercure Hotel Amsterdam City are arranged by the travel agency. The drivers have a display notice with the session name.

Accommodation

Participants will be accommodated at the Mercure Hotel Amsterdam City

MERCURE HOTEL AMSTERDAM CITY

Joan Muyskenweg 10, 1096 CJ Amsterdam, Netherlands

E-mail: H1244@accor.com

Website: <https://www.accorhotels.com/gb/hotel-1244-mercure-hotel-amsterdam-city/index.shtml>

Mercure Hotel Amsterdam City is set in a beautiful location by the river and provides easy access to the Arena, Ziggo Dome, Zuid-As business district and the city centre of Amsterdam.

It is a 4-star Business & Conference hotel situated at the River Amstel. Near the motorway (Ring A10/A2), very easily accessible, and about 15 minutes from the historical centre of Amsterdam, it offers 2 restaurants, a shop, sauna/fitness/solarium, and outstanding meeting facilities

Originating as a small fishing village in the late 12th century, **Amsterdam** became one of the most important ports in the world during the Dutch Golden Age (17th century), a result of its innovative developments in trade. During that time, the city was the leading centre for finance and diamonds. In the 19th and 20th centuries the city expanded, and many new neighbourhoods and suburbs were planned and built. The 17th-century canals of Amsterdam and the 19–20th century Defence Line are on the UNESCO World Heritage list.

Meeting Facilities

The 14 meeting rooms in the hotel all have Wi-Fi, and meeting facilities and can accommodate a maximum of 350 people. The Business Point M is a quiet and comfortable place to work right in the heart of the hotel.

Social event

The participants will have the chance to see the main sights in the city centre of Amsterdam during the walking tour. They will be accompanied by two English-speaking tour guides who will explain about the history of the city. If the weather allows it, a 1-hour canal cruise is also considered. The social night will end in a typical Dutch restaurant where the participants will try local dishes and drinks and relax in a less formal environment.

4.3 LOCATION OF THE SESSIONS

Athens, Greece

AETS will organise 3 training sessions at the Divani Palace Acropolis. The criteria to select the five-star hotel was to find an excellent hotel with large meeting rooms and located in the heart of town in order to be able to visit Athens easily by foot. Athens is one of the most active, bright and hospitable cities in Southern Europe. With a perfect mixture of the ancient and the modern, the city offers all the facilities (restaurants, transports, leisure opportunities etc.), which are required for welcoming the participants to the sessions, where they will enjoy the best training conditions in an excellent environment. Furthermore, the hotel will provide culinary specialties to illustrate the training topic.

Airport of arrival

Participants and tutors will arrive at Eleftherios Venizelos airport located approximately 30 minutes from the hotel by car. Transfers to the “Divani Palace Acropolis Hotel” in Athens are arranged by the travel agency. The meeting point to meet the BTSF taxi driver Meeting Point is in front of Kimbo Café in terminal B. The taxi driver will have a display notice with the session name.

Accommodation

Participants will be accommodated at the Divani Hotel Acropolis

DIVANI PALACE ACROPOLIS

19-25 Parthenonos, 11742 Athens Greece

Tel. +30 210 9280100 **E-mail:** info@divaniacropolis.gr

Website: <http://www.divanis.com/>

DIVANI PALACE ACROPOLIS *****, located right in the centre of the old City of Athens. The capital of Greece is at the crossroads a between Europe and Asia, benefiting from the cultural richness of both.

The Hotel sits just below the shadow of the Acropolis, moments away from the old quarter of Plaka, the brand-new archaeological Museum of Acropolis and the well-known Herodian theatre.

The accommodation as well as the training room has been arranged at the premises of the 5-star Divani Palace Acropolis Hotel

Divani Palace Acropolis Hotel in Athens is a testimony to a fascinating history. This simply irresistible luxury hotel in Athens entwines old and new. The hotel offers the finest accommodation and a unique combination of Mediterranean cuisine and International flavours.

Facilities such as free wifi connection, swimming pool, dinner in rooms and pool-bars, are among the services that all guests will be able to enjoy following their training sessions.

Meeting Facilities

The beautifully appointed meeting rooms boast high tech features and amenities, designed to support the venue. Twenty years of accumulative knowledge enables the hotel's highly qualified staff to assist with the successful organization of the event.

Internet is available in the hotel rooms and all the public areas free of charge. Lunch and dinner can be taken on site.

Social event

The Consortium proposes a guided tour in a little train in the city centre. The little train is the best way to get an overview of the historical section of Athens. It runs all along Aeropagitou street, the pedestrian road circling the base of the Acropolis, through the quaint neighbourhood of Plaka, the flea market of Monistiraki, past the Roman and ancient Agoras, the Acropolis, the New Acropolis Museum and other historical monuments. After the tour a dinner will be organised in a traditional tavern situated in Plaka.

4.4 LOCATION OF THE SESSIONS

Warsaw, POLAND

2 training sessions under course A will be organised at Radisson Blu Sobieski Hotel in Warsaw. The criteria to select this hotel, besides its central location, was that it offers fully equipped conference complex and Internet access which makes it perfect for conferences and business meetings.

Airport of arrival

Two international airports serve the Polish capital, as the main Warsaw Chopin airport is located just 10 km away from the city centre and is one of the most important and largest airports in Central Europe. There are several railway stations in Warsaw, with good domestic and international connections. Transfers to the Radisson Blu Sobieski Hotel are arranged by the travel agency. The drivers have a display notice with the BTSF project session and name, which makes it easy for the participants to find them.

Accommodation

Participants will be accommodated at the Radisson Blu Sobieski Hotel, Warsaw

Radisson Blu Sobieski Hotel

plac Artura Zawiszy 1, 02-025 Warszawa, Poland

Tel. +48 22 579 10 00

Website: <https://www.radissonblu.com/en/sobieski-warsaw>

The four-star Radisson Blu Sobieski Hotel is located in the business district of Warsaw and is easily accessible by metro and train. It offers accommodation in 452 rooms, all equipped with mini-bars, LCD TVs and high-speed Wi-Fi Internet. The hotel has 2 restaurants which serve Polish and international favourites. The hotel is located only 7 kilometres away from the Warsaw Chopin airport and 1 kilometre from the Central Railway Station.

Warsaw is the capital and largest city of Poland. It is considered a major international tourist destination and a significant cultural, political and economic hub. The historic city-centre of Warsaw with its picturesque Old Town was listed as a UNESCO World Heritage Site. Other main architectural attractions include the Castle Square with the Royal Castle and the iconic King Sigismund's Column, St. John's Cathedral, Market Square, palaces, churches and mansions, with luxurious parks and royal gardens, all displaying a richness of colour and architectural detail.

Meeting Facilities

The conference centre of the hotel spans on 1500 sq.m. and can accommodate up to 600 guests. The conference rooms are modernly furnished and have internet access and audio-visual equipment.

Social event

The social night in Warsaw combines a traditional guided walking tour and a dinner in a folklore Polish restaurant. During the guided tour the participants have the chance to see some of the main sights in the old town of Warsaw while the tour guides explain about the history of the city. The tour ends in a traditional folklore restaurant where the group can relax in a less formal environment and enjoy dishes from the Polish cuisine. A folklore show with dances follows after the dinner. The participants will be invited to join the folklore show by taking part in different games and dance lessons

4.5 LOCATION OF THE SESSIONS

Frankfurt, GERMANY

AESA will organise one training session at the Leonardo Royal Hotel Frankfurt. The criteria to select the four-star hotel was to find an excellent hotel with large meeting rooms and located in the heart of town to be able to visit Frankfurt easily by foot. Frankfurt is the most international city in Germany, a high-powered finance and business hub, home to one of the world's largest stock exchanges as well as the gleaming new headquarters of the European Central Bank. Frankfurt famously hosts some of the world's most important trade fairs, attracting thousands of business travellers.

Airport of arrival

Participants and tutors will arrive at Frankfurt Airport located approximately 15 minutes from the hotel by car. Transfers to the "Leonardo Royal Hotel Frankfurt" are arranged by the travel agency. The taxi driver will have a display notice with the session name at the exit of the arrivals area.

Accommodation

Participants will be accommodated at the Leonardo Royal Hotel Frankfurt.

LEONARDO ROYAL HOTEL FRANKFURT

Mailänderstraße 1

60598 Frankfurt

T: +49 (0)69 - 6802 – 532

E-mail: info.royalfrm@leonardo-hotels.com

Website: <https://www.leonardo-hotels.com/leonardo-royal-hotel-frankfurt>

The Leonardo Royal Hotel Frankfurt is only 5 min from downtown and the main station and less than 15 min to the Congress Centre and Frankfurt Airport. The 25-storey Frankfurt hotel was built on the highest point of Frankfurt. The hotel has 449 rooms and enjoy stunning views of the Frankfurt skyline and the vicinity. This Frankfurt hotel is close to many of the famous attractions of the metropolis on the River Main, including the "Museumsufer", a concentration of 15 museums on the banks of the River Main; the "Ebbelwoi Quarter", where you can drink the local cider speciality in many different taverns; the Old City main sites, including Goethe's House and the Frankfurt Cathedral "Kaiserdom St. Bartholomäus".

Meeting Facilities

The central hotel in Frankfurt offers 20 fully equipped conference rooms with a capacity of up to 420 participants. All venues include air-conditioning, wi-fi internet connection and AV equipment.

Social event

The Consortium proposes a walking tour of the city center of Frankfurt will be organized with an experienced local guide. After having tasted the cultural richness of the city, the participants will be taken to a traditional restaurant.

4.6 LOCATION OF THE SESSIONS

Riga, LATVIA

AETS will organise 2 training sessions and AESA will organize 1 training session at the **AVALON Hotel, Riga****** Criteria to select the four star hotel was to find an excellent hotel with large meeting rooms and located close to the International airport and to the old city centre.

Riga is built on the Baltic Sea, where the Daugava flows Riga is an industrial, commercial, cultural and financial major region of Vidzeme.

Riga was founded in 1201 and is a former Hanseatic League member. Riga's historical centre is a UNESCO World Heritage Site. Furthermore, the city will be the European Capital of Culture in 2014, along with Umeå in Sweden. The city centre can be visited on foot, enjoying walking through its historical buildings and resting in its open air bars where music live can be heard.

Airports of arrival

Riga is served by Riga International Airport, the largest airport in the Baltic States. Transfers to the hotel will be arranged by the organiser with a referenced taxi company.

Accommodation

Participants will be accommodated at the

AVALON Hotel, Riga,
13. Janvāra iela 19, LV-1050, Riga, Latvia
Tel: + 371 6716 9999
Fax: + 371 6716 0751
E-mail: reservations@hotelavalon.eu
<http://www.hotelavalon.eu/>

The Avalon Hotel was opened in June 2007 and it combines modernity and tradition. Moreover, it has an ideal situation in the heart of the historic Old Town. In this hotel the delegates will be able to enjoy a beautiful view of the Daugava River. Furthermore, Riga International Airport is only 10 kilometres from the Avalon Hotel.

This four-star hotel hosts 111 comfortable guest rooms and suites. All rooms are equipped with air conditioning; shower with complimentary bath products; direct-dial phone; free high-speed, wireless Internet access; hair dryer; iron and ironing board ; mini bar; safe deposit box; flat screen TV set and pay TV; work desk with desk lamp; additional pillow.

Meeting Facilities

The conference room has a maximum capacity of 100 people in classroom style and 200 in theatre style (with chairs). A technician is at disposal in the beginning of the event for technical preparation and support, and on call during the event. The hotel offers technical support for full-scale conferences with screen; video projector; pad and pen for each delegate; DVD/CD/MP3 player; radio microphone; plasma TV; VAT; flipcharts; free high speed wireless internet access.

Social event

Riga is the birthplace of Art Nouveau, which can be discovered during a walk through the streets of the city. This city like most cities in the East countries is divided into two parts, the old and the new.

The old town, Vecrig is characterised by the Cathedral Square (Doma Laukums), high symphony of Romanesque, Gothic and Baroque Art. The new town, also called "quiet center" with its remarkable Art Nouveau facades offers monuments like the "Liberty monument" or the Cathedral of the Nativity of Christ built in "neo-Byzantine" style.

A walking tour of the city centre will be organised with an experienced local guide in the evening of the second day in order to stimulate the networking among participants and tutors. After having tasted the cultural richness of the city, the participants will be taken to a restaurant in an old authentic medieval house for the social dinner.

4.7 LOCATION OF THE SESSIONS

Brussels, BELGIUM

AINIA will organise 1 training session at the Manos Stephanie Brussels close to the town centre. This hotel is ideally located in the vicinity of AETS Brussels Office (Avenue Louise). Criteria to select the four star hotel was to find an excellent hotel with large meeting rooms and located in the heart of town in order to be able to visit Brussels easily by foot. Brussels is a city willing to share its legendary Grand-Place with its rounded cobblestones and golden houses, the Manneken Pis, the speech bubbles of its comic books, its Art Nouveau exteriors and its surrealism. And to taste the Brussels way of life, participants will have time to discover fluffy waffles and mesmerising chocolates. Brussels is also an excellent place to organise BTSF training sessions because it is closed to European Commission and it could facilitate observers attending the sessions.

Airport of arrival

Most of the participants will arrive in Brussels at the Brussels Airport - (BRU) or Train Station in Brussels. Transfers to the hotel are arranged with a private shuttle company. A taxi driver with the sign board of the BTSF logo will wait for them at the arrival hall. The transfer may be about 30 minutes.

Accommodation

Participants will be accommodated at the **Manos Stephanie Hotel******

Chaussée de Charleroi, 28
1060 Brussels - Belgium
Tel: 32 (0)2 5390250
website: <http://www.manosstephanie.com/>

It is proposed to accommodate the participants in Manos Stephanie Hotel, a 4-star hotel, ideally located in the heart of Brussels and just seconds from Brussels famous Avenue Louise. The training course will be organised in Manos Conference Centre****, perfect venue for seminars in Brussels, at 200 meters by walk from the hotel.

Participants will find a lot of tourist attractions and spend a very nice day getting to know better our culture, history and tradition.

Participants will be accommodated in classic room elegantly furnished and decorated in the Louis XVI style, with large working desk, TV (55 channels), individually controlled air-conditioning, mini-bar, in-room safe. The richly appointed marble bathrooms are equipped with hair-dryers, bathrobes and luxury toiletries. Some classic rooms have a private terrace/Balcony.

For your convenience, It has free Wi-Fi and includes an on-site bar.

Hotel Manos Stephanie offers a delicious breakfast buffet consisting of a full range of hot and cold dishes.

Meeting Facilities

The training session will take place in Manos Conference Centre****, an environment designed to optimize lights and space, which offers seven conference rooms and can receive up to 100 participants in different configurations.

Meeting rooms are well equipped with all the necessary audio-visual material. Rooms take into the consideration the overall well-being and comfort of the participants offering light colours, plants, black and white pictures, and many other details for an enjoyable business.

It is possible to use small breakout rooms for working groups' activities so participants can better focus on their task.

Participants can enjoy relaxing breaks in the Coffee Lobby adjacent to the rooms. Coffee breaks with coffee, tea, fruit juice, fresh fruit and pastries are offered in the Coffee Lobby

The hotel also offers a copy/print service, fax machine and self-service business centre.

Social event

A touristic walk through the ancient city of Brussels will be organised before going to dinner on the first evening of the course to stimulate the networking among participants and tutors, and to show the cultural richness of the city. The guide will tell old stories in relation with food sector (butcher during the Mid Age, discovery of cocoa...). According to the weather conditions and to the physical aptitude of the participants the tour might be done by bus.

Each evening the management team will offer to the participants the possibility to spend some time together after dinner in one of the bars close to the hotel, enjoying the Brussels atmosphere and encouraging the informal networking.

4.8 LOCATION OF THE SESSIONS

Valencia, SPAIN

AINIA will organise 1 training session in Valencia, one of the most active, bright and hospitable city in Southern Europe. With a perfect mixture of ancient and modernity, the city offers all the facilities (restaurants, transports, leisure opportunities...) which are required for welcoming the participants to the sessions, who will enjoy the best training conditions in an excellent environment.

Airport of arrival

The Valencia Airport (Manises) is one of the most important airports in Spain; it is sited eight kilometres west of the city and handles a significant number of international connections. Valencia also offers high speed railway connection with Madrid. That has converted Valencia into a main business and tourist destination.

Accommodation

Hotel Barceló Valencia ****

Av. De Francia, 11

Valencia, Spain

Website: http://www.barcelo.com/BarceloHotels/es_ES/hoteles/Espana/Valencia/hotel-barcelo-valencia/descripcion-general.aspx

The Hotel is located in the city centre of Valencia, in the heart of the City of Arts and Sciences, in front of the Palau de les Arts Reina Sofia, in the most modern and attractive part of the city.

All participants will be provided with a hotel room equipped with a bathroom with shower, a refrigerator, a television flat screen, air conditioning and free wireless access. Spa, sauna and fitness facilities for guests are also available.

Meeting Facilities

The Barceló Valencia Hotel has all the facilities that the project need to implement the training sessions. Good meeting rooms with all the technologies (big screens, projectors, sound system, different spaces for the lectures and the case studies or group exercises...)

All the hotel has a free WIFI with high speed connection.

Social event

A Social Event will be organized for the whole group on Thursday evening. A bus will take the group to visit the main touristic places in Valencia. Dinner will take place later in a typical Valencian restaurant in the middle of the city centre of Valencia.

Annex 1 LIST OF INVITED COUNTRIES FOR FIRST TWO SESSIONS

| Year | | 2019 | |
|------------------------------|--|----------------------------|------------------|
| Dates | | 18-22 February 2019 | 11-15 March 2019 |
| Sessions | | S1 | S2 |
| | | NSF | AETS |
| Location | | The Netherlands, Amsterdam | Latvia, Riga |
| 1 | Albania | | 0 |
| 2 | Austria | 1 | 2 |
| 3 | Belgium | 2 | 2 |
| 4 | Bulgaria | | 1 |
| 5 | Croatia | | 2 |
| 6 | Cyprus | | |
| 7 | Czech Republic | 1 | 1 |
| 8 | Denmark | 2 | 1 |
| 9 | Estonia | 1 | 1 |
| 10 | Finland | 1 | 1 |
| 11 | France | 2 | 1 |
| 12 | Germany | 2 | 1 |
| 13 | Greece | 1 | |
| 14 | Hungary | 1 | 1 |
| 15 | Ireland | 2 | 1 |
| 16 | Italy | 2 | 1 |
| 17 | Latvia | | 1 |
| 18 | Lithuania | | 1 |
| 19 | Luxemburg | 1 | 1 |
| 20 | Macedonia, the Former Yugoslav Republic of | | 0 |
| 21 | Malta | 1 | 1 |
| 22 | Montenegro | | 0 |
| 23 | Netherlands | 2 | 2 |
| 24 | Poland | 1 | 1 |
| 25 | Portugal | 2 | |
| 26 | Romania | | 1 |
| 27 | Serbia | | 0 |
| 28 | Slovakia | 1 | 1 |
| 29 | Slovenia | | 1 |
| 30 | Spain | 2 | 1 |
| 31 | Sweden | 1 | 1 |
| 32 | Turkey | | 0 |
| 33 | United Kingdom | 2 | 1 |
| TOTAL MS /CC | | 31 | 29 |
| 34 | Iceland | | |
| 35 | Norway | | 0 |
| 36 | Switzerland | 0 | |
| TOTAL EFTA & EEA | | 0 | 0 |
| 37 | Potential Candidates & ENP Countries | | |
| TOTAL Other Countries | | 0 | 0 |
| GRAND TOTAL | | 31 | 29 |

Annex 2 SCHEDULE FOR 2019-2020

| Planning BTSF 2019 | | | | | | | | | | | |
|--------------------|---------------------|----------|--|-------|--|-------|---|-----|---|------|--|
| YEAR 2019 | | | | | | | | | | | |
| JANUARY | | FEBRUARY | | MARCH | | APRIL | | MAY | | JUNE | |
| 1 | | 1 | | 1 | Deadline NCP S3 (A) | 1 | | 1 | | 1 | |
| 2 | | 2 | | 2 | | 2 | | 2 | | 2 | |
| 3 | | 3 | | 3 | | 3 | | 3 | | 3 | |
| 4 | Deadline NCP S1 (A) | 4 | | 4 | | 4 | | 4 | | 4 | |
| 5 | | 5 | | 5 | | 5 | | 5 | | 5 | |
| 6 | | 6 | | 6 | | 6 | | 6 | | 6 | |
| 7 | | 7 | | 7 | | 7 | | 7 | | 7 | |
| 8 | | 8 | | 8 | | 8 | | 8 | | 8 | |
| 9 | | 9 | | 9 | | 9 | | 9 | | 9 | |
| 10 | | 10 | | 10 | | 10 | | 10 | | 10 | |
| 11 | | 11 | | 11 | Course A Session 2 Latvia (Riga) AETS | 11 | | 11 | | 11 | |
| 12 | | 12 | | 12 | | 12 | Deadline NCP S4 (A) | 12 | | 12 | |
| 13 | | 13 | | 13 | | 13 | | 13 | | 13 | |
| 14 | | 14 | | 14 | | 14 | | 14 | | 14 | |
| 15 | | 15 | | 15 | | 15 | Course A Session 3 Ireland (Trim) AETS | 15 | | 15 | |
| 16 | | 16 | | 16 | | 16 | | 16 | | 16 | |
| 17 | | 17 | | 17 | | 17 | | 17 | Deadline NCP S1 (B) | 17 | |
| 18 | | 18 | Course A Session 1 Netherlands (Amsterdam) NSF | 18 | | 18 | | 18 | | 18 | |
| 19 | | 19 | | 19 | | 19 | | 19 | | 19 | |
| 20 | | 20 | | 20 | | 20 | | 20 | | 20 | |
| 21 | | 21 | | 21 | | 21 | | 21 | | 21 | |
| 22 | | 22 | | 22 | | 22 | | 22 | | 22 | |
| 23 | | 23 | | 23 | | 23 | | 23 | | 23 | |
| 24 | | 24 | | 24 | | 24 | | 24 | | 24 | |
| 25 | Deadline NCP S2 (A) | 25 | | 25 | | 25 | | 25 | | 25 | |
| 26 | | 26 | | 26 | | 26 | | 26 | | 26 | |
| 27 | | 27 | | 27 | | 27 | | 27 | Course A Session 4 Poland (Warsaw) NSF | 27 | |
| 28 | | 28 | | 28 | | 28 | | 28 | | 28 | |
| 29 | | 29 | | 29 | | 29 | | 29 | | 29 | |
| 30 | | 30 | | 30 | | 30 | | 30 | | 30 | |
| 31 | | 31 | | 31 | | 31 | | 31 | | 31 | |

YEAR 2019

| JULY | | AUGUST | | SEPTEMBER | | OCTOBER | | NOVEMBER | | DECEMBER | |
|------|---|--------|---------------------|-----------|--|---------|--|----------|---|----------|--|
| 1 | Course B Session 1 Belgium (Brussels) AINIA | 1 | | 1 | | 1 | | 1 | | 1 | |
| 2 | | 2 | Deadline NCP S5 (A) | 2 | | 2 | | 2 | | 2 | Course A Session 7 Greece (Athens) AETS |
| 3 | | 3 | | 3 | | 3 | | 3 | | 3 | |
| 4 | | 4 | | 4 | | 4 | Deadline NCP S2 (B) | 4 | | 4 | |
| 5 | | 5 | | 5 | | 5 | | 5 | | 5 | |
| 6 | | 6 | | 6 | | 6 | | 6 | | 6 | |
| 7 | | 7 | | 7 | | 7 | Course A Session 6 Netherlands (Amsterdam) NSF | 7 | | 7 | |
| 8 | | 8 | | 8 | | 8 | | 8 | | 8 | |
| 9 | | 9 | | 9 | | 9 | | 9 | | 9 | |
| 10 | | 10 | | 10 | | 10 | | 10 | | 10 | |
| 11 | | 11 | | 11 | | 11 | | 11 | | 11 | |
| 12 | | 12 | | 12 | | 12 | | 12 | | 12 | |
| 13 | | 13 | | 13 | | 13 | | 13 | | 13 | |
| 14 | | 14 | | 14 | | 14 | | 14 | | 14 | |
| 15 | | 15 | | 15 | | 15 | | 15 | | 15 | |
| 16 | | 16 | | 16 | Course A Session 5 Latvia (Riga) AETS | 16 | | 16 | | 16 | |
| 17 | | 17 | | 17 | | 17 | | 17 | | 17 | |
| 18 | | 18 | | 18 | | 18 | Deadline NCP S7 (A) | 18 | Course B Session 2 Germany (Frankfurt) AESA | 18 | |
| 19 | | 19 | | 19 | | 19 | | 19 | | 19 | |
| 20 | | 20 | | 20 | | 20 | | 20 | | 20 | |
| 21 | | 21 | | 21 | | 21 | | 21 | | 21 | |
| 22 | | 22 | | 22 | | 22 | | 22 | | 22 | |
| 23 | | 23 | Deadline NCP S6 (A) | 23 | | 23 | | 23 | | 23 | |
| 24 | | 24 | | 24 | | 24 | | 24 | | 24 | |
| 25 | | 25 | | 25 | | 25 | | 25 | | 25 | |
| 26 | | 26 | | 26 | | 26 | | 26 | | 26 | |
| 27 | | 27 | | 27 | | 27 | | 27 | | 27 | Deadline NCP S8 (A) |
| 28 | | 28 | | 28 | | 28 | | 28 | | 28 | |
| 29 | | 29 | | 29 | | 29 | | 29 | | 29 | |
| 30 | | 30 | | 30 | | 30 | | 30 | | 30 | |
| 31 | | 31 | | 31 | | 31 | | 31 | | 31 | |

Planning BTSF 2020

YEAR 2020

| JANUARY | | FEBRUARY | | MARCH | | APRIL | | MAY | | JUNE | |
|---------|---------------------|----------|--|-------|--|-------|--|-----|--|------|--|
| 1 | | 1 | | 1 | | 1 | | 1 | | 1 | |
| 2 | | 2 | | 2 | | 2 | | 2 | | 2 | |
| 3 | | 3 | | 3 | | 3 | | 3 | | 3 | |
| 4 | | 4 | | 4 | | 4 | | 4 | | 4 | |
| 5 | | 5 | | 5 | | 5 | | 5 | | 5 | |
| 6 | | 6 | | 6 | | 6 | Course A Session 9 Greece (Athens) AETS | 6 | | 6 | |
| 7 | | 7 | | 7 | | 7 | | 7 | | 7 | |
| 8 | | 8 | | 8 | | 8 | | 8 | | 8 | |
| 9 | | 9 | | 9 | Course B Session 3 Spain (Valencia) AINIA | 9 | | 9 | | 9 | |
| 10 | | 10 | Course A Session 8 Greece (Athens) AETS | 10 | | 10 | | 10 | | 10 | |
| 11 | | 11 | | 11 | | 11 | | 11 | Course A Session 10 Poland (warsaw) NSF | 11 | |
| 12 | | 12 | | 12 | | 12 | | 12 | | 12 | |
| 13 | | 13 | | 13 | | 13 | | 13 | | 13 | |
| 14 | | 14 | | 14 | | 14 | | 14 | | 14 | |
| 15 | | 15 | | 15 | | 15 | | 15 | | 15 | Course B Session 4 Latvia (Riga) AESa |
| 16 | | 16 | | 16 | | 16 | | 16 | | 16 | |
| 17 | | 17 | | 17 | | 17 | | 17 | | 17 | |
| 18 | | 18 | | 18 | | 18 | | 18 | | 18 | |
| 19 | | 19 | | 19 | | 19 | | 19 | | 19 | |
| 20 | | 20 | | 20 | | 20 | | 20 | | 20 | |
| 21 | | 21 | Deadline NCP S9 (A) | 21 | | 21 | | 21 | | 21 | |
| 22 | | 22 | | 22 | | 22 | | 22 | | 22 | |
| 23 | | 23 | | 23 | | 23 | | 23 | | 23 | |
| 24 | Deadline NCP S3 (B) | 24 | | 24 | | 24 | | 24 | | 24 | |
| 25 | | 25 | | 25 | | 25 | | 25 | | 25 | |
| 26 | | 26 | | 26 | | 26 | | 26 | | 26 | |
| 27 | | 27 | | 27 | Deadline NCP S10 (A) | 27 | | 27 | | 27 | |
| 28 | | 28 | | 28 | | 28 | | 28 | | 28 | |
| 29 | | 29 | | 29 | | 29 | | 29 | | 29 | |
| 30 | | | | 30 | | 30 | Deadline NCP S4 (B) | 30 | | 30 | |
| 31 | | | | 31 | | | | 31 | | | |

Annex 3 PROGRAMME ON FOOD IMPROVEMENT AGENTS

Course A. Training for control staff on harmonised implementation and enforcement of the EU legislation on food improvement agents

Day 1

| Time | Title of the session (Tutor) | Training Objective / Subjects Covered | Mod |
|---------------|--|---|-------|
| 14:00 14 :30 | Registration | | |
| 14:30 15:00 | Pre-course Test | (presented by Dimitra Papadimitriou) | A0.01 |
| 15:00 15:15 | Introduction to Better Training for Safer Food programme initiative | Introduce Better Training for Safer Food programme and the training programme on Food Improvement Agents. Video on Better Training for Safer Food and Video on Food Improvement Agents. | A0.02 |
| 15 :15 15 :45 | Introduction to the rationale of course A | Presentation of the conclusions of SANTE F, fact finding mission on official controls of food additives and post slaughterhouse traceability in EU MS. Information on the SANTE F audit activities in Member in the field of Food Improvement Agents. | A0.03 |
| 15:45 16:30 | Ice-breaking Coffee Break | While having a coffee, the participants are participating to an ice-breaking game. They all receive half an image of Food Improvement Agent and try to meet the person with the other half. In the process, the participants get to talk to other participants. | A0.04 |
| 16:30 17:00 | Review of trainees' expectations | Each trainee formulates his expectation and questions that he/she would like to solve during the week. These questions are collected before the training by e-mails and during the 1st day. (presented by Dimitra Papadimitriou) | A0.05 |
| 17 :00 17 :45 | Short introduction on the legislation applicable to the official control of Food Additives and Flavourings | Presentation of the content of Regulation (EC) 882/2004, Regulation (EC) 1333/2008 and Regulation (EC) 1334/2008 through the angle of an audit plan prepared and implemented by an inspector, taking into account the recent changes introduced. To understand that FIA are food ingredients and to realise the need of the competent food authorities to put into the frame the implementation of the official control of FIA. To explain that authorities need to verify the proper use of food additives (to be safe, to be authorised, to have technological need, and consumers not misleading etc), to verify the proper use of flavourings (union list of flavouring substances, smoke flavourings, restricted use of undesirable substances, etc). (presented by Dimitra Papadimitriou) | A1.01 |

Day 1

| Time | Title of the session (Tutor) | Training Objective / Subjects Covered | Mod |
|-------------|------------------------------|---------------------------------------|-------|
| 17:45 18:00 | Discussions Q. and A. | Question/answer | A1.02 |

Day 2 – Common aspects

| Time | Title of the session | Training Objective / Subjects Covered | |
|-------------|---|--|-------|
| 09:00 10:00 | Inspection procedures of food additives, flavourings and food enzymes | Controls during inspection: checking out food improvement agents in production, producers of premixes, and users of food improvement agents (food processors) – what to focus on during the control. The information that needs to be checked at wholesaler, retail and import levels. Short presentation of the check lists prepared under the frame of the BTSF courses on FIA. (presented by Mar Carretero) | A2.01 |
| 10:00 10:30 | Coffee break | | |
| 10:30 12:00 | Inspection procedures of food additives, flavourings and food enzymes | Understanding of quantum satis and carry over principles. Presentation of certain case studies. Providing available informative tools that help officers and inspectors understanding uniform application of legislation on FIA (e.g. PAFF statements, draft Q/A paper on flavourings). To present the aspects of inspection attributed to food enzymes. (presented by Mar Carretero) | A2.02 |
| 12:00 12:15 | Discussions/ Q. and A | | A2.03 |
| 12:15 13:15 | Lunch | | |
| 13:15 14:00 | Inspection procedures of food improvement agents | Controls during inspection: checking food improvement agents specifications provided by the suppliers (e.g. against purity criteria). To explain the elements, need to be checked for smoke flavourings. (presented by Mar Carretero) | A2.03 |

| | | | | |
|-------|-------|---|--|-------|
| 14:00 | 15:00 | Interpretation of analytical results following official sampling and analysis of foods containing FIA. Role and quality requirements for official control laboratories. Examples. | Brief introduction to quality requirements for official control laboratories (e.g. accreditation) and legal provisions as regards analysis (criteria and procedures for validation of methods) and analytical results (criteria to ensure quality and comparability for the interpretation of the results). Interpretation of analytical results in accordance with EU legislation and evaluation of the conformity of the detected concentrations of food additives. Sharing examples of analytical results from official controls and their interpretation when containing naturally occurring FA (e.g. phosphates, benzoates, sulphites). Examples of interpretation of results regarding smoke flavourings and flavourings (presented by Indre Stoskuviene). | A2.04 |
| 15:00 | 15:30 | Coffee break | | |
| 15:30 | 16:30 | Working groups exercises Inspection procedures 1. Carry over principle | Practical case of understanding how the carry-over principle applies in the composite product and is evaluated in terms of its conformity. (presented by Indre Stoskuviene) | A2.05 |
| 16:30 | 17:45 | Working groups exercises – Inspection procedures 2. Interpretation of an official test result | Practical case of interpretation of an official test result of a food additive in a foodstuff containing an authorised food additive without being labelled in the final food. Elaboration of the discussion on the type of further information or documents that need to be investigated to conclude on the compliance of the product. (presented by Indre Stoskuviene) | A2.06 |
| 17:45 | 18:00 | Discussions/ Q. and A . | At then end, participants will have to answer in few questions to cover the most important lessons learnt during the day | A2.07 |

Day 3 – Food Additives

| Time | Title of the session | Training Objective / Subjects Covered | |
|-------------|---|---|-------|
| 09:00 09:30 | Union list of food additives approved for use in other ingredients | To explain the Regulations (EU) 1129/2011 and 1130/2011 amending respectively Annex II and Annex III of Regulation (EC) 1333/2008 by establishing a Union list of food additives approved for use in food additives, food enzymes, food flavourings and nutrients. To explain the guidance on the interpretation of food categories. Clarification on specific interpretation issues. Understanding the EU Commission database on food additives. To describe the different parts of the Regulation. To explain the rationale on the restricted use of aluminium in food additives. (presented by Emer O'Reilly and Claude Lambre) | A3.01 |
| 09:30 10:30 | Practical Exercise in Union list of food additives Computer search | Practical training and understanding the use of the new EU food additives database. To work in groups on specific food products and to check them against EU requirements with the support of the EU food additives database. (presented by Emer O'Reilly and Claude Lambre) | A3.02 |
| 10:30 11:00 | Coffee break | | |
| 11:00 11:30 | Specifications of food additives | Specifications of food additives, explaining the current EU legislation (Regulation (EC) 231/2012) laying down specific purity criteria on food additives including sweeteners and food colours and the major changes of the current EU legislation with regard to the previous directives applicable. To highlight and stress out what needs to be checked during official controls on food additives. To understand the documents to be presented by producers, distributors and sellers of food additives, premixes, foodstuffs during official controls and their responsibilities. To emphasise on the calculation of the active food additive ingredient (e.g. colour pigment) in the commercial food preparations and understanding of the particular use of aluminium lakes. (presented by Mar Carretero) | A3.03 |
| 11:30 12:30 | Practical Exercise on food additive specifications | Controls during inspection: checking food improvement agents specifications provided by the suppliers (e.g. against purity criteria). Exercise on the calculation of the colour pigment in a commercial preparation and content of aluminium in final product when aluminium lake colour was used. (presented by Mar Carretero) | A3.04 |
| 12:30 13:30 | Lunch | | |

Day 3 – Food Additives

| Time | Title of the session | Training Objective / Subjects Covered | |
|-------------|---|---|-------|
| 13:30 15:00 | Practical exercise to understand how to distinguish between a substance used for the processing of food (processing aid) and one used for other reasons | Group exercise to distinguish between a substance used as “additive or enzyme”, as “processing aid” and as “food ingredient”. A scenario will be given to each group regarding a specific application of an additive or enzyme. Groups will be asked to discuss and decide whether in the application the ingredient should be considered a “food additive or an enzyme” a “processing aid” or a “food ingredient” and they will have to justify their decision. (presented by Mar Carretero) | A3.05 |
| 15:00 15:30 | Coffee break | | |
| 15:30 16h30 | Labelling requirements applicable to food additives and its preparations, sold to consumers, distributed B2B as such and to final food product. | Short reminder of the provisions of Reg 1169/2011 on Food Information to Consumers and the requirements set in the Reg 1333/2008. Presentation of the administrative check-in labelling requirements, for both food additives not intended for sale to the final consumer and intended for sale to the final consumer. To explain the labelling Requirement of Foods Containing Certain Food Colours, polyols, sweeteners. To provide certain exceptions from labelling. To explain the labelling provisions of labelling of the final product containing food additives, providing examples of exemption of the mandatory labelling. (presented by Emer O'Reilly and Claude Lambre) | A3.06 |

Day 3 – Food Additives

| Time | Title of the session | Training Objective / Subjects Covered | |
|-------------|--|---|-------|
| 16:30 17:30 | Practical exercise on the provision of food information to consumers and users of food additives | Group exercise on Business to business labelling requirements. Groups will be given labels of food improving agent or pre-mix intended for business to business sale and participants should check the conformity of the labels with the relevant legislation. One person from each group should present their findings. Group exercise on final products labelling. Groups will be given real labels of food improving agent or pre-mix or final food products containing food improving agents intended to be sold to the final consumers and participants will have to check the conformity of the labels with the relevant legislation. One person from each group should present their findings. (presented by Emer O'Reilly and Claude Lambre) | A3.07 |
| 17.30 17.45 | | Discussions. At the end, participants will have to answer in few questions to cover the most important lessons learnt during the day. | A3.08 |
| 19:30 | Dinner | | |

Day 4 – Food Flavourings

| Time | Title of the session | Training Objective / Subjects Covered | |
|-------------|--|--|-------|
| 09:00 09:30 | Reminder and definitions regarding flavourings | Short reminder about the content of Regulation (EC) 1334/2008 through the angle of an audit plan prepared and implemented by an inspector. (presented by Tatjana Marcenkova and Catherine Evrevin) | A4.01 |
| 09:30 10:00 | Specific rules regarding flavourings | Introduction on the scope of regulation (e.g. flavourings, food ingredients with flavouring properties, source materials) and examples of the different categories of food flavourings (flavouring substances, flavouring preparations, thermal process flavourings, flavour precursors, other flavourings, source materials). Identification of flavourings (Flavis no, JECFA nos, CAS no., etc.) Explanation of specific rules regarding the restricted use of naturally occurring substances of toxicological concern in food ingredients with flavouring properties. (presented by Tatjana Marcenkova and Catherine Evrevin) | A4.02 |

Day 3 – Food Additives

| Time | Title of the session | | Training Objective / Subjects Covered | |
|-------|----------------------|--|---|-------|
| 10:00 | 10:45 | EU list of flavouring substances authorised in food | Presentation of the Regulation (EC) 1334/2008 and 872/2012 of EU amending respectively Annex I of Regulation (EC) 1334/2008 by establishing a Union list of flavouring substances approved for use in food. To explain the content and footnotes of the Union list and the maximum levels for some compounds. Clarification on specific interpretation issues. Understanding of the new EU Commission database on flavouring substances. (presented by Tatjana Marcenkova and Catherine Evrein) | A4.03 |
| 10:45 | 11:15 | Coffee break | | |
| 11:15 | 11:45 | Practical Exercise in Union list of food flavourings. Computer search | To have practical training and understand the use of the new EU food flavourings database. To work in groups on specific food products and to check them against EU requirements with the support of the EU food flavouring database. (presented by Tatjana Marcenkova and Catherine Evrein) | A4.04 |
| 11:45 | 12:15 | General labelling and Specific labelling requirements for flavourings | Introduction to the labelling requirements for flavourings and provide clarification on the use of term “natural” in flavourings. To provide information on the guidance document on the labelling of flavourings in food products. To provide information on the draft EU guidance document on the labelling of flavourings in food products. To provide additional information relating to labelling of smoke flavourings to foods. (presented by Tatjana Marcenkova and Catherine Evrein) | A4.05 |
| 12:15 | 13:30 | Lunch | | |
| 13:30 | 14:00 | Smoke flavourings legislation and specific rules | Presentation of the Regulation 2065/2003/EC on the scope and harmonized controls on smoke flavourings, how these are produced and used in food and definitions of smoke flavourings. To introduce the EU list of smoke flavouring primary products (EU 1321/2013/EU), the conditions of use and the validation rules when used B2B and added to foods. (presented by Vasiliki Giannouli) | A4.06 |
| 14:00 | 15:00 | Smoke flavouring – Traceability | Case study on the traceability of smoke flavourings. (presented by Vasiliki Giannouli) | A4.07 |
| 15:00 | 15:30 | Coffee break | | |
| 15:30 | 17:30 | Practical exercise on labelling in relation to the use of flavourings in foods | Groups will be given labels of food flavourings intended to be used in foods and participants should check the conformity of the labels with the relevant legislation. One person from each group should present their findings. (presented by Tatjana Marcenkova and Catherine Evrein) | A4.08 |

Day 3 – Food Additives

| Time | Title of the session | Training Objective / Subjects Covered | |
|-------|----------------------|---|-------|
| 17:30 | 17:45 | Discussions/ At the end, participants will have to answer in few questions to cover the most important lessons learnt during the day. | A4.09 |

Day 5 - Enzymes

| Time | Title of the session | Training Objective / Subjects Covered | |
|--------|----------------------|--|-------|
| 9 :00 | 10:00 | Lecture on the legislation applicable to the control of Food Enzymes. | A5.01 |
| | | Presentation of the content of Regulation (EC) 1332/2008 on Food Enzymes through the angle of an inspection/official control prepared and implemented by an inspector. It includes information on the state of play of food enzymes, what the Union List of food enzymes and information on the guidance document on criteria for categorisation of food enzymes. Labelling of food enzymes and preparations intended for sale to the final consumer, as well as labelling of the final product containing food enzymes. (presented by Vasiliki Giannouli) | |
| 10:00 | 10:15 | Overview of the lessons learnt | A5.02 |
| | | Summary and presentation of the knowledge acquired through presentation of two summarized diagrams; One in relation to the key points on FIA control targeting the effective and efficient enforcement of the legislation and the second on the decision tree for concluding on the conformity of the presence of a food additive into a foodstuff. (presented by Dimitra Papadimitriou) | |
| 10:00 | 10:30 | Information on the given training material and its use. Dissemination of information on FIA. (presented by Dimitra Papadimitriou) | A0.06 |
| 10:30 | 11:15 | Coffee break – Check out | |
| 11h15 | 11h45 | Post-course questionnaire | A0.07 |
| 11:45 | 12:00 | Closing of the Training (TC and EM) | A0.08 |
| 12:00 | 12 :30 | On-line evaluation of the training | A0.08 |
| | | Distribution of training certificates | A0.9 |
| 12 :30 | | Lunch and Airport Transfer of participants | |

Course B Planning of Monitoring and official controls of food improvement agents

| Day 1 – Legal background | | | | |
|--------------------------|------------------------------|---|--|-------|
| Time | Title of the session (Tutor) | | Training Objective / Subjects Covered | Mod. |
| 14 :30 | Registration | | | |
| 14 :30 | 15 :00 | Pre-course test | (presented by Mar Carretero) | B0.01 |
| 15 :00 | 15 :15 | Introduction to Better Training for Safer Food programme initiative | Introduce Better Training for Safer Food programme and the CHAFEA project “Legislation and control of food improvement agents in the EU”. Video on Better Training for Safer Food and Video on food additives. | B0.02 |
| 15 :15 | 15 :30 | Introduction to the rationale of this course –COURSE B | Presentation of the conclusions of SANTE F, fact finding mission on official controls of food additives in EU MS. Information on the SANTE F audit activities in Member in the field of Food Improvement Agents. Main conclusions addressed during Course A. | B0.03 |
| 15:30 | 16 :15 | Ice breaking Coffee break | | |
| 16 :15 | 16:45 | Lecture on the legislation applicable to the Common Authorisation procedure and legislation of Food Additives | Short reminder of Regulation 1331/ 2008 Common Authorization procedure. Regulation (EC) 1333/2008 through the angle design and implemented of control plan by a Competent Authority. (presented by Mar Carretero) | B1.01 |
| 16:45 | 17:15 | Reminder on the content of EU legislation on flavourings. | Reminder about the content of regulation 1334/2008 Regulation (EC) 2065/2003 on smoke flavourings and Regulation (EC) 1321/2013. Specific control points to take care of during control plans. (presented by Claude Lambre) | B1.02 |
| 17:15 | 17:30 | Lecture on the legislation applicable to the control of Food Enzymes. | Presentation of the content of Regulation (EC) 1332/2008 on Food Enzymes through the angle of a Control plan prepared and implemented by a Competent Authority. (presented by Claude Lambre) | B1.03 |
| 17:30 | 18:30 | Pedagogical Project | Step 1 – presentation of the objectives, grouping of participants (6 groups), assignment of topics. (presented by Mar Carretero) | Proj. |
| 19:30 | Dinner | | | |

Day 2 – Design of official controls

| Time | Title of the session | Training Objective / Subjects Covered | |
|---------------|---|---|-------|
| 09 :00 09 :45 | Official controls legislative framework | Provisions Laid down in Regulation 882/2004 with focus on the application to FIA. Requirements of new regulation on official controls (EU) 2017/625, main elements and changes related to the risk-based approach, burden to the FBO, frequency based on the possibility of fraudulent and deceptive practices, consideration of the likelihood that consumers might be misled about the properties, quality, composition coming in particular from the use or labelling of FIA. (presented by Claude Lambre) | B1.04 |
| 09 :45 10:30 | Risk management measures EU level | To present the guidance documents available on Food additives. To present the Q/A paper on food flavourings and new publication on authorised enzymes. Information about working documents available on PAFF committee concerning FIA issues. (presented by Claude Lambre) | B2.01 |
| 10:30 11:00 | Coffee break | | |
| 11:00 11:30 | Sources of information for planning and implementation of official controls | Rasff notification and the Administrative Assistance and cooperation system (AAC) as a tool of exchange of information and documents, administrative enquiries and joint on-the -spot inspections in case of non-compliances for FIA. (presented by Claude Lambre) | B2.02 |
| 11.30 12:00 | Re-evaluation programme of food additives | State of the play of the re-evaluation programme according to Regulation 257/2010, main risk management actions taken as a consequence of the re-evaluation. EFSA's opinions, main conclusions and approach to the follow-up when some concerns have been identified. (presented by Claude Lambre) | B2.03 |
| 12:00 12:30 | Monitoring of food additive intake | Explanation on the content of Art. 27 to Regulation (EC) 1333/2008 on the monitoring of food additives intake and presentation of a monitoring system for the consumption and use of food additives on a risk-based approach. What is expected by the Commission for analysing and reporting on dietary intake of food additives at EU Level? common methodology for the gathering of information from the Member States. (presented by Claude Lambre) | B2.04 |
| 12:30 14:00 | Lunch | | |
| 14:00 14:30 | Monitoring enzymes exposure | Explanation on the Food Enzymes Intake Model tool for estimating chronic dietary exposure to food enzymes used in different food processes. (Claude Lambre) | |

Day 2 – Design of official controls

| Time | Title of the session | Training Objective / Subjects Covered | |
|-------------|--|---|-------|
| 14:00 15:30 | Practical exercise on the monitoring of food additives intake and food additives consumption | Participants will be split preferably into groups focusing on different additives groups (e.g. azo dyes, preservatives, etc.) and using the EFSA Comprehensive Consumption Database will exercise to: filter the relevant consumption data relevant to the foodstuffs for an EU Member State. carry out the estimation of food additive intake in foodstuffs using the Tier level approach (Tier II). The aim is to understand that this estimation lead to the calculation of the theoretical maximum daily intake and in case that the figure is higher than the ADI to proceed to estimation based on the official controls food additives occurrence data (estimated daily intake). (Claude Lambre) | B2.05 |
| 15:30 16:00 | Coffee break | | |
| 16:00 16:30 | Practical exercise on the monitoring of food additives intake and food additives consumption | Continuation of the above session Brief debriefing of the exercise. (presented by Claude Lambre) | B2.06 |
| 16:30 16:45 | Discussions/ Q. and A | | B2.07 |
| 16:45 18:00 | Pedagogical Project | Step 2 – desk research on the assigned food chain (type of FIA commonly used, scientific opinions, existing reports and notifications). (Claude Lambre) | Proj. |
| 19:30 | Dinner | | |

Day 3 – Preparation of control plans

| Time | Title of the session | Training Objective / Subjects Covered | |
|-------------|--|--|-------|
| 09:00 10:00 | Control Plans of Food Improvement Agents | In the context of Multianual Control Plans present how the control of FIA shall be incorporated, authorities involved and methods to set priorities and implement national control plans in a uniform way: Scope of the control plans; planning and priorities of controls; controls of to be performed according to the food business operator activity; control methods. (presented by Tatjana Marcenkova) | B3.01 |
| 10:00 10:30 | Design of Control Plans | Description of the food chain in case of FIA, specific considerations for the identification and categorisation of food business operators to be controlled for additives, enzymes and flavourings. (presented by Tatjana Marcenkova) | B3.02 |

Day 3 – Preparation of control plans

| Time | Title of the session | Training Objective / Subjects Covered | |
|---------------|--|--|-------|
| 10:30 11:00 | Coffee break | | |
| 11 :00 11 :45 | Risk based prioritization of controls | Elements to consider for prioritization in FIA, general rules: identification of the risk coming from the use, the likelihood of misleading, the operators past records, the reliability and result of own controls by operators or third party. Examples of different risk ranking tools. Identification and selection of additives, flavourings to be consider a priority. (presented by Tatjana Marcenkova) | B3.03 |
| 11 :45 12:30 | Methods of official control | Activities for official control of FIA, criteria for selection of the most appropriate one for FIA, inspection, assessment of the GMP results of audits of HACCP, monitoring surveys, sampling and analysis. Relations with other official control programs. (presented by Tatjana Marcenkova) | B3.04 |
| 12:30 14:00 | Lunch | | |
| 14:00 15:00 | Practical exercise on prioritization and design of control plans | The activity will be focus in scenarios covering different sectors of FIA in order to identify the additives or flavourings to be controlled the industries where the official control will be more effective and the appropriate method of control. (presented by Tatjana Marcenkova) | B3.05 |
| 15:00 15:30 | Discussion Q/A | | |
| 15:30 16:00 | Coffee break | | |
| 16:00 18:00 | Pedagogical Project | Step 3 – Design of a comprehensive control plan in relation with the assigned food chain. (presented by Tatjana Marcenkova) | Proj. |
| 19:30 | Dinner | | |

Day 4 – Implementation and monitoring of control plans

| Time | Title of the session | Training Objective / Subjects Covered | |
|-------------|---|---|-------|
| 9:00 9:45 | Implementation of official control in FIA | Inspection procedures, sampling strategies for specific cases in case of (for instance) nitrates and nitrites in meat preparations, phosphates, etc. Documented procedures to support official control activities. Design of checklists, fact sheet or supportive document to use by the inspectors. (presented by Catherine Evrevin) | B4.01 |
| 09:45 10 15 | Enforcement actions | Measures to be taken in case of infringements on the use, labelling, distribution of FIA. Co-responsibility of FBOs Follow up actions. (presented by Catherine Evrevin) | B4.02 |
| 10:15 10:45 | Coffee break | | |

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|-------|-------|--------------------------------------|---|-------|
| 12:00 | 12:30 | Practical session | Practical scenarios Assess when a non-compliance to the use, labelling, distribution of FIA shall be notified by RASFF or Administrative Assistance and Cooperation systems. (presented by Catherine Evrevin) | B4.03 |
| 10:45 | 11:30 | Evaluation of results | Indicators, collecting data and analysis of the results, adjustment considering the efficacy and effectivity of the control plan. (presented by Catherine Evrevin) | B4.04 |
| 11:30 | 12:00 | Report data of FIA control plans | What to report and How? Reporting data to EFSA's call of data. (presented by Catherine Evrevin) | B4.05 |
| 12:00 | 12:30 | Risk Communication | Communication strategies applicable to the official control of FIA. (presented by Catherine Evrevin) | |
| 12:30 | 14:00 | Lunch | | |
| 14:00 | 15:30 | Pedagogical Project | Step 4 – Finalisation of project under the form of a power point. (presented by Catherine Evrevin) | Proj. |
| 15:30 | 16:00 | Coffee break | | |
| 16:00 | 17:30 | Presentation of Pedagogical Projects | A speaker is designated in each group to present the project Presentation of 3 Projects | Proj. |
| 17:30 | 17:45 | Discussions/ Q. and A | | Proj. |
| 18:30 | | Social Event/Dinner | | |

Day 5

| Time | | Title of the session | Training Objective / Subjects Covered | |
|-------|-------|---|---|-------|
| 8:30 | 9:30 | Presentation of Pedagogical Projects | Presentation of last 3 Projects Debriefing of the projects. | Proj. |
| 9:30 | 10:15 | Training of staff performing official controls. | Diagnostic of training needs What kind of action can be taken to improve the understanding of the topic? What kind of action can be taken to improve the efficiency of control activities? (presented by Mar Carretero) | B5.01 |
| 10:15 | 10:30 | Conclusion | Debriefing of the whole session by the TC. (presented by Mar Carretero) | B0.04 |
| 10:30 | 11:15 | Coffee break and check-out | | |
| 11h15 | 11h45 | Closing of the Training | Post-course questionnaire | B0.05 |

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|-------|--------|--|---------------------------------------|-------|
| 11:45 | 12:00 | (TC and EM) | On-line evaluation of the training | B0.06 |
| 12:00 | 12 :30 | | Distribution of training certificates | B0.07 |
| 12:30 | | Lunch and Airport Transfer of participants | | |